

REQUEST FOR PROPOSALS

Portable Camera Surveillance and Monitoring Station System

Proposals Due by 2 p.m. on Thursday, March 21, 2013

Submit Proposals to:

City of Huntington Park
City Clerk

Re: Proposal for Portable Camera Surveillance and Monitoring System
6550 Miles Avenue
Huntington Park, CA 90255



**City of Huntington Park
Police Department**

6542 Miles Avenue
Huntington Park, CA 90255
(323) 826-6691

INTRODUCTION

The City of Huntington Park seeks an experienced and qualified camera surveillance system vendor to provide a Portable Camera Surveillance and Monitoring Station System including support services for camera surveillance at various locations within the City Huntington Park, which includes the following elements:

- Compatible with technology of Police Department project (Refer to RFP - Public Safety Mobile and Surveillance Wireless Mesh Network).
- Interoperable with future technology.
- (12) IP cameras for day and night operation outdoors.
- Internet Service Provider with unlimited 4 g data capability hardware and one year prepaid contract.
- (One/Two/Three) year software and hardware warranty including technical support included in initial purchase price. Optional extended warranties for software, hardware and technical support to extend to 5 years and beyond.
- Internet requirements at the recording locations require a minimum of 1 megabyte download speed *per camera*.
- Installation of wireless surveillance cameras at various locations

TIME SCHEDULE

February 28, 2013	RFP is released
March 14, 2013	Deadline to submit written inquiries about RFP
March 21, 2013	Proposals due
April 01, 2013	Contract awarded

SCOPE OF SERVICES

➤ REQUIRED SERVICES

The required services consist of assisting the city in planning and developing a complete surveillance system and to achieve all stated project elements. Also included in the required services are installation, configuration and staff support activities, to be carried out during the implementation phase of the project.

The required services described in this RFP are the minimum necessary to meet the city's objectives. The selected vendor is expected to expand on this scope in the proposal if necessary, incorporating their expertise and proposed method of approach.

PHASE 1: SITE SURVEY ANALYSIS

The surveillance system vendor shall:

- Meet with city staff to review its understanding of the project goals, requirements, and design parameters.
- Review project sites, existing equipment and other relevant information.
- Visit the project sites the number of times required to fully investigate and inventory existing conditions to identify opportunities, constraints and verify the presence of existing utilities, points of connection, orientations, sun and shade conditions, etc.
- Meet with city staff to obtain additional information and input from various city departments including, but not limited to Public Works Department, Information Technology representative

and the Police Department.

- Contact and coordinate with public and private utilities and Public Works Department as necessary.
- Perform survey work, as required to optimally install surveillance cameras.

PHASE 2: CONCEPTUAL DESIGN

The surveillance system vendor shall:

- Prepare a preliminary design conceptual plan for the project featuring all system requirements including preliminary cost estimates for each design concept.
- Meet with city staff for design review and city approval by City Engineer.
- Incorporate requested revisions by city staff.
- Prepare a final conceptual plan for the project along with final cost estimates. The final plan shall be submitted in PDF format.

PHASE 3: PROJECT IMPLEMENTATION

The surveillance system vendor shall:

- Proceed with design development by refining and further defining the elements of the plan.
- Meet with city staff to review final document submittals.
- Submittals of 100% complete plans and specifications. Plans and specifications must meet all applicable local, county, state and federal requirements. The bid package shall include bid alternatives which may be added to or deleted from the project depending on bid prices.
Documents to include:
 - Technical specifications responding to local conditions
 - Detailed cost estimate
 - Plan corrections as a result of plan review
 - PDF files of plans and specifications
- Implementation of approved plan.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the compensation for required services and shall be actual expenditures made by the surveillance system vendor in the interest of the project.

PROPOSAL FORMAT

The proposal is to consist of two parts submitted as a single package. Proposal documents should be unbound.

➤ Part A - Proposal

In Part A, the proposal should address, at a minimum, the following:

1. Company contact information, including name and title of lead contact person.
2. Executive summary which provides a broad understanding of the company's proposed approach to the project, in addition to a brief narrative about the firm's background, experience and qualifications as they relate to similar projects.
3. An estimated timeline which shows how much time each of the five phases in the scope of services will take to complete.
4. Identify the principal staff who will be assigned to this project and give a description of their responsibilities. Provide a list of additional staff who will work on this project and the percentage of each staff member's time that can be expected to be spent on this project.
5. Brief description of the firm's recent experience in providing similar services in the past three years. List project locations, brief description of project, and agency contact information.
6. Include a declaration of non-affiliation certifying that the consultant is not affiliated with, nor has any financial interest in, any manufacturer, distributor, supplier, or other company connected with the consultant's recommendations.
7. Identify any sub-consultants to be used on the project and how each will be used.
8. Submit evidence of insurance as set forth in the attached sample contract services agreement. Alternatively, submit a letter stating that adequate insurance can be provided prior to the contract execution.

➤ Part B - Fees

Part B is the fee information and must include the following:

1. A lump sum, not-to-exceed fee for each phase in the scope of services section of this RFP. Assume a total of five meetings with city staff during the design phase of the project and six site visits during the construction phase of the project.
2. An hourly rate schedule for each firm staff person who will work on the project.
3. An itemized list and estimated fees for reimbursable expenses.
4. An estimated fee for suggested additional services not covered in this RFP. These additional services will be reviewed on a case-by-case basis by the city.

SELECTION PROCESS

Proposals will be evaluated by city staff based on a combination of factors listed below. City staff will evaluate proposals to determine which firms demonstrate the best and highest qualifications to successfully perform the required services as described in this RFP. Based upon this evaluation, the city may choose at its option to invite one or more firms for an oral interview. The city reserves the right to reject any and all proposals received. Further the city reserves the right to waive any informality or irregularity in any proposal received to the extent allowed by law.

Selection criteria:

1. Firm's background and experience, particularly the range of experience in performing similar work .
2. Demonstrated success on previous projects, especially projects of similar scope and type.
3. Qualifications of key staff persons who will carry out the project.
4. Ability to meet the city's insurance requirements.
5. Reference recommendations.
6. Firm's approach to providing the required services (from executive summary).
7. Estimated time necessary to perform services stated in phases 1-3 of the scope of services.
8. Fees.

INSURANCE REQUIREMENTS

The surveillance system contractor shall provide insurance as set forth in the attached sample contract services agreement. Please note that the attached contract agreement is a sample only and specific terms are subject to change.

SUBMISSION OF PROPOSALS

Quantity – One original plus three copies, and (1) CD with electronic version of the proposal must be submitted. No faxed versions will be accepted. Envelopes must state the company name.

Deadline – Proposals *must be received* by the City Clerk's office by: **5 p.m. on Monday, March 21, 2013.**

Please remit the documents to (address envelopes exactly as follows):

City of Huntington Park

City Clerk

Re: Proposal for Portable Camera Surveillance and Monitoring Station System

6550 Miles Avenue

Huntington Park, CA 90255

INQUIRIES AND CONTACT INFORMATION

All requests for clarification or interpretation of the scope of services or terms and conditions in this RFP must be submitted in writing and e-mailed to: Neal Mongan, Administrative Lieutenant, nmongan@huntingtonparkpd.org no later than 4:00 p.m. on Thursday, March 14, 2013.